

Quick Reference Guide to New Project Name Listing

All Gardens & Parks now have 2 entries (Education & Maintenance/Harvesting), and City is last (where applicable) so that everything now is presented in Alphanumerical order. The Education one is specific to when you “receive” (get CE) or “provide” (get Vol) education in that particular project.

Please note: Some VMS project category names may not exactly match the one’s shown below in **blue** text due to character limitations on the project name field in VMS; for example, the Continuing Education one – VMS doesn’t show the Shadow Program Trainee, and the Public Education/Outreach doesn’t show all the GC Fair activities, but this document DOES). Also, Please note the “**Other Projects***” category below requires board approval to use this category to log hours. **Contact the Volunteer Director** Kathy Carroll kathleen_carroll@icloud.com for more information about this.

If you have any VMS questions or concerns, please contact David Koepp dhkoepp.gcmg@gmail.com or call me at 210-263-3624.

Advanced Master Gardener Training Classes/Courses

Christian Cupboard Community Garden - Education – Seguin

Christian Cupboard Community Garden - Maintenance/Harvesting - Seguin

Continuing Education (Lunch & Learns, Shadow Program trainee, Webinars, and other education events that do not fall under another project)

Fundraisers (Calendar & Garden Guide, Craft Opportunities, Farmers Markets, GC Fair Raffle, Grow Team, Plant Sales, etc.)

- Essentially the rule is if it’s for or at a “fundraising” activity that you are performing it goes here under Fundraisers (Plant Sales, Craft Sales, Raffle Sales, or any other kind of sales including Set up and/or Tear down for the event). If it’s at a fundraising event, **but your role is NOT part of the fundraising activity**, such as the Ask A Master Gardener Booth (AAMG), it goes under Public Education/Outreach.
- Calendar and Gardening Guide – Now goes under Fundraisers
- Grow Team – Now goes under Fundraisers again as it used to be.
- Guadalupe County Fair - Seguin - This is really “Public Education/Outreach” **and/or** “Fundraising” which you use depends on the role you played/worked at the event.
- Not that they were all listed as separate projects before, but to be clear this is also where **Earth Day, Pecan Fest (downtown portion), Yulefest, Online Sales, and Kingsbury Fall Fest** entries go (Most all were already putting it here already anyway, **UNLESS you are doing the AAMG booth part then that goes under Public Education/Outreach**).

Guadalupe County Demonstration Garden - Education - Schertz

Guadalupe County Demonstration Garden - Maintenance/Harvesting - Schertz

Gutierrez Garden Park - Education - Schertz

Gutierrez Garden Park - Maintenance - Schertz

LULAC Community Garden - Education - Seguin

LULAC Community Garden - Maintenance/Harvesting - Seguin

LVISD Primary School - Education - La Vernia

LVISD Primary School - Maintenance/Harvesting - La Vernia

Master Gardener Training Class (Class prep, Mentoring, Presenting Lecture to Class)

Membership Meeting & Educational Presentation (incl MM Refreshments, Setup & Cleanup)

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MG Organizational Support (BoD, Committee, MG Office, Newsletter, Research Library, Seed Exchange, Technology Team, Website Work)

- Board of Directors work, including TMGA Directors (unless specific to TMGA work) - This 'project' didn't exist until earlier this year. It was created to have an email list in VMS for the BoD but started being used to record hours which really should be under Organizational support as it was prior.
- Committee work (Audit team, Nominating Committee, etc.)
- MG Office/Research Library/Seed Exchange – Now goes under Organizational Support.
- Newsletter work
- Recruiting work: Building advertising plans, making flyers, distributing flyers, should go under MG Org Support.
- Social media – maintenance work such as removing inappropriate posts or advertisements, etc.
- Technology Team – Now goes under Organizational Support
- Website work

Mill Street Community Garden - Education - New Braunfels

Mill Street Community Garden - Maintenance/Harvesting - New Braunfels

Other Gardens - Education - (Used for reciprocal cooperation between Counties*)

Other Gardens - Maintenance/Harvesting (Used for reciprocal cooperation between Counties*)

Public Education/Outreach (Ask A Master Gardener (AAMG) Info Booth, BRB Kiosk, Christmas Tree, GC Fair Non-Fundraising activities such as AAMG/Info Booth, Children's Activities, Horticulture entries, Helping with Judging, or the Pumpkin Contest, Lectures or Presentations Given)

- Christmas Tree Project - Seguin – Now goes under Public Education/Outreach
- Guadalupe County Fair - Seguin - This is really "Public Education/Outreach" **and/or** "Fundraising" which you use depends on the role you played/worked at the event.
- Pumpkin Decorating Contest – Now goes under Public Education/Outreach
- Independence Day Parade Float
- Ask A Master Gardener Booth (AAMG) – Now goes under Public Education/Outreach
- Red Barn-Kiosk - Education - Seguin - Now goes under Public Education/Outreach
- Social media posts of our upcoming education opportunities

Red Barn-Garden - Education/School Tours - Seguin

Red Barn-Garden - Maintenance/Harvesting - Seguin

Ron Pedde Memorial Community Garden - Education - Cibolo

Ron Pedde Memorial Community Garden - Maintenance/Harvesting - Cibolo

St. Andrews Community Garden - Education - Seguin

St. Andrews Community Garden - Maintenance/Harvesting - Seguin

Texas State Master Gardeners Association (TMGA Quarterly Calls, IMGC Events, Other related work)

Transfer from another county (Admin Use Only to record hours worked in prior County at transfer time)

Veteran's Memorial Park - Education - Marion

Veteran's Memorial Park - Maintenance - Marion

Whitehall Polley Mansion - Education - La Vernia

Whitehall Polley Mansion - Maintenance/Harvesting - La Vernia

Youth Education Gardening - Junior Master Gardener